

OLC 71-0902

*See General*

**CONFIDENTIAL**

13 September 1971

**MEMORANDUM FOR: Chief, Physical Security Division, OS**

**ATTENTION:**

[REDACTED]

**Investigator**

25X1A

**SUBJECT:**

**Security Violation**

**REFERENCE:**

**Memo to Legislative Counsel from Chief,  
PhySD/OS dtd 26 Aug. 1971, Subject:  
Same; Att: Violation Report**

**This is to advise that the recommendations made in the  
referent report have been implemented.**

**SIGNED**

[REDACTED]

**Assistant Legislative Counsel**

25X1A

**Distribution:**

Orig & 1 - Addse

1 - Subj

1 - Chrn

OLC/LLM:smg (13 Sept. 1971)

**CONFIDENTIAL**

2 September 1971

MEMORANDUM FOR: All Hands!

1. In keeping with the attached recommendation, the pick-up point for the Special Intelligence Courier shall be permanently located within the immediate working area and under the security responsibility of the senior secretary on duty in Room 7D43.

2. At the end of the day, all metal dividers, In/Out boxes, etc., shall be turned on their sides.

25X1A

Security Officer

25X1A

*Circulate - in hand  
pls*

*File*

**CONFIDENTIAL**

Approved For Release 2002/01/02 : CIA-RDP74B00415R000500130006-3

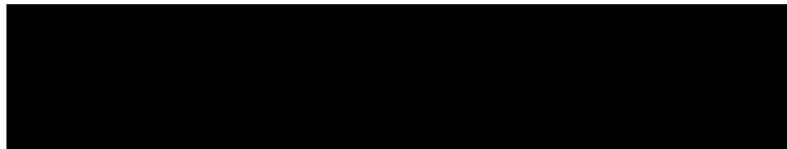
26 AUG 1971

MEMORANDUM FOR: Legislative Counsel

SUBJECT : Security Violation - Exposed Classified Material  
OFFICE CHARGE

The following report is forwarded for your information  
and such administrative action as you deem appropriate.

25X1A

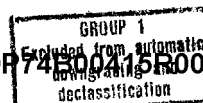


*[Signature]* Chief, Physical Security Division, OS

Att  
Violation Report

**CONFIDENTIAL**

Approved For Release 2002/01/02 : CIA-RDP74B00415R000500130006-3



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SECURITY VIOLATION REPORT

DETAILS OF VIOLATION:

On Tuesday, 17 August 1971, at 8:52 P. M., [REDACTED] found exposed classified material in Room 7D-43, Headquarters Building. Security Duty Officer [REDACTED] determined that four publications, classified TOP SECRET/CODEWORD, had been found in a metal divider on a desk. The documents were in an unsealed envelope marked TOP SECRET and were not directly exposed to view. The char force had worked in the area. [REDACTED] impounded the material to the Security Duty Office at 9:00 P. M.

25X1A

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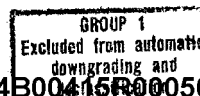
25X1A

INVESTIGATIVE FACTS:

An investigation on 18 August 1971 revealed that the material was placed in the divider during 17 August 1971. The desk is a routine pickup point for the Special Intelligence Courier and is normally occupied by a staff member who clears the desk at the close of business. The occupant of the desk was absent on this date. The courier apparently failed to make his regular run and did not pick up the material. The material was not noticed when the office was vacated and a security check conducted in the area. The suite of offices was finally vacated at about 6:15 P. M.

COMMENT:

The immediate area adjacent to the metal divider is somewhat cluttered with equipment and supplies. The foregoing may have contributed to the failure of the personnel to detect the material when they left at the close of business.



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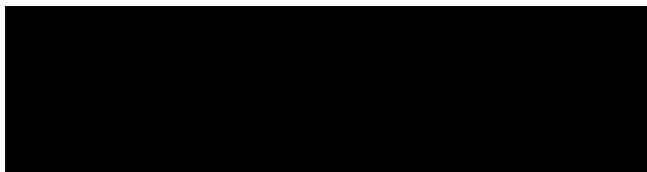
CONCLUSION:

The exposure of this material was not the direct result of failure on the part of any particular individual. Rather, circumstance and office arrangement are considered overriding factors in this instance.

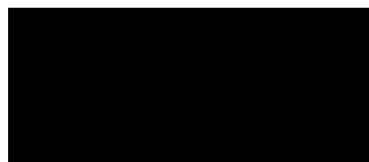
RECOMMENDATION:

It is recommended that the courier pickup point be relocated to a more prominent location in this office. Definite responsibility should be assigned to determine that material placed for courier pickup has, in fact, been picked up.

25X1A



Chief, Operations Branch



Investigator

25X1A

☐ UNCLASSIFIED Approved ☐ INTERNAL ☒ CONFIDENTIAL ☐ SECRET  
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Physical Security Division  
 Room 526  
 Kenwood Building

EXTENSION

NO.

DATE

26 AUG 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Legislative Counsel

7D-35, HQ.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*My desk is not cluttered!*

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